

E-Mail ALSPO J/05

Subj: Annual Verification of BAH, Dependency and Emergency Data

- Ref (a) [Personnel and Pay Procedures Manual, PSCINST M1000.2\(series\)](#)
(b) [Coast Guard Pay Manual, COMDTINST M7220.29\(series\)](#)
(c) [Coast Guard Personnel Manual, COMDTINST M1000.6\(series\)](#)

Introduction	This E-Mail ALSPO announces a change to the timeline, described in Section 5-C-2 of reference (a), for the annual verification of BAH, dependency, and emergency data.
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Change to begin and end dates	<p>The begin and end dates for the Annual Verification of BAH, Dependency and Emergency Data are changed as follows:</p> <p><u>Begin date:</u></p> <ul style="list-style-type: none">• The annual verification of BAH, dependency and emergency data shall begin on 1 October. <p><u>Completion date:</u></p> <ul style="list-style-type: none">• For 2005, the annual verification process shall be completed by 31 December.• For subsequent years, the annual verification process shall be completed by 30 November in accordance with reference (a).
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Annual Verification process	Follow the annual verification process as set forth in reference (a), using the begin and completion dates listed above.
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Failure to complete Annual Verification	Per Section 3.E.7.b of reference (b), if a member fails to perform the annual dependency certification, the member loses entitlement to Basic Allowance for Housing (BAH) at the With Dependents rate, and shall be paid BAH at the Without Dependent rate until such time as the member provides proper validation. If a member fails to perform the annual verification, the SPO shall notify PSC (MAS) via E-Mail to PSC-MAS@hrc.uscg.mil . List dates and methods used contact the member and include any mitigating circumstances, such as operations or deployments, which may have precluded the member from completing the verification.
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**Certification
requirements
for single
member
sponsors and
military couples
with
dependents**

Reference (c), Article 4.A.6.g. requires single members with dependents, and military couples with dependents, to certify their availability for unrestricted assignment. The following statement shall be made in the Member Certification section, or on a separate sheet attached to the BAH/Dependency data report.

“I certify that I am in compliance with Article 4-A-6.g., Coast Guard Personnel Manual. I have made adequate, proper dependent care arrangements and am available for unrestricted worldwide duty.”

**Update of
DEERS
database**

If the member reports a dependency change during review of the BAH/Dependency Data report, this dependency change shall be reported, as appropriate, in the DEERS database. Additionally, if the member reports a change in residence address, this change in address should be recorded in DEERS as prescribed on pages 5-B-16 and 5-B-17, reference (a).

Questions

Questions regarding the content of this E-Mail ALSPO may be directed to PSC Customer Care at:



(866) 772-8724/(785) 339-2200



<http://www.uscg.mil/hq/psc/customerservice.htm> or by e-mail
to PSCCustomerCare@hrrsic.uscg.mil

Released by

Internet release authorized.

/s/

M. P. SULLIVAN
Executive Director
